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**GAO POLICY AND PROCEDURES MANUAL FOR GUIDANCE OF FEDERAL AGENCIES****TITLE 6--PAY, LEAVE, AND ALLOWANCES****TRANSMITTAL SHEET NO. 6-32**Effective Date: ImmediatelyMaterial Transmitted: Complete Revision of Title 6

Purpose: The General Accounting Office has revised title 6 of GAO's Policy and Procedures Manual for Guidance of Federal Agencies. This revision has been made to update requirements in light of advancing technology and recent changes in legislation and to facilitate uniformity and standardization in federal financial management systems. As such, it is intended to be easily accommodated by newly acquired computer systems. The text has been reorganized and streamlined, with repetitive material and material already in publications of other agencies eliminated. There are many specific changes, which we have not attempted to list comprehensively here. However, we would like to call your attention to the following new or enhanced items:

- a new order of precedence for deductions, which contains current requirements of the various laws involved, including those related to the new Federal Employees Retirement System (with legal citations for each item in the order);
- certification and recordkeeping requirements for "paperless" time and attendance components;
- automated payroll systems and requirements for their interface with personnel, general ledger, cost accounting, and other financial management systems or subsystems;
- increased attention to military pay requirements;
- permission for employees to maintain and/or approve their own time and attendance records under certain circumstances and with appropriate internal control requirements to be met in those situations;
- responsibilities for ensuring compliance with legal requirements and internal controls in a payroll system operated for an agency by a contractor (either private or government), with alternatives for discharging those responsibilities;
- legal references on key payroll functions in an appendix at the end of the title;